

Code Enforcement Division  
Planning Department  
1522 Texas Parkway  
Missouri City, TX 77489  
(281) 403-8600  
**Fax: (281) 261-4382**  
[www.missourcitytx.gov](http://www.missourcitytx.gov)



## **Change of Occupant Form**

### **DIRECTIONS**

1. According to city ordinance, this form MUST be completed and turned into the Planning & Inspections Department with payment PRIOR to having your electricity turned on or switched over. It is **your responsibility** to have the Change of Occupancy Form submitted to the city to ensure your provider has ample time to connect your electricity.

There are (2) Categories for Change of Occupant:

- **New Occupant** (home was purchased from the builder & has never been occupied).  
NO FEE FOR NEW OCCUPANTS.
- **Change of Occupant** (home had been previously occupied and has not been inspected by the City within the previous 12 months).  
**\$50.00 FEE- Inspected by City Inspectors**  
**\$20.00 FEE- Licensed Real Estate Inspector conducts inspection**

2. Please fill out the form legibly and return it with your payment to the address listed on the top of the form. **NOTE: IF THE FORM IS INCOMPLETE AND/OR NO PAYMENT HAS BEEN MADE, YOUR ELECTRICITY WILL NOT BE RELEASED.**
3. Once the form has been processed, then your home will be inspected for health and safety issues by city inspectors. Only when you pass the Change of Occupant inspection will your electricity release be issued.



## CHANGE OF OCCUPANT

PLANNING/INSPECTIONS  
1522 Texas Parkway, Missouri City, TX 77459  
281-403-8600 phone 281-261-4382 fax

Address to be inspected: \_\_\_\_\_

Utilities will be in the name of: \_\_\_\_\_

Home Phone# (new): \_\_\_\_\_ Home Phone# (current): \_\_\_\_\_

Work Phone#: \_\_\_\_\_ Pager/Cell#: \_\_\_\_\_

Own: \_\_\_\_\_ Rent/Lease \_\_\_\_\_ Less than five years old \_\_\_\_\_

Inspected with in the last 12 months \_\_\_\_\_

Real-estate Inspection reports \$20.00

Missouri City Inspections \$50.00 covers initial inspection and one re-inspection (if needed)

1. Make sure that you submit AN APPLICATION WITH YOUR SERVICE PROVIDER to have your electricity turned on at the home. This application must be made before the Planning Department releases the permit to CenterPoint Energy.
2. After you have submitted the application with your service provider, you may Contact CenterPoint Energy to make sure that your service provider has sent the order for service to have your electricity turned on. 713-207-2222.
3. Missouri City only faxes the permit to CenterPoint Energy. You will need to contact your provider concerning any questions about your service connection.
4. If you are in need of a Missouri City inspection, the inspections are Monday Thru Friday 8:30 a.m. to 11:00 a.m. The Inspector will need to have access to the home so someone will need to be there. If the home is COMPLETELY VACANT a door may be left unlocked.
5. If the Inspector should find a deficiency, which would constitute an Electrical, Safety or Health Hazard, the property will not pass inspection.
6. If there are any animals present on the property, please retain them during the inspection.
7. The Planning Department will fax in the approval to CenterPoint Energy AFTER the property has PASSED its inspection.
8. WILL YOU HAVE AN ALARM INSTALLED/ACTIVATED?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If YES an "Alarm Permit" must be secured PRIOR to the alarm being activated.

YOUR SIGNATURE BELOW WILL INDICATE THAT YOU HAVE READ AND UNDERSTAND THE ITEMS ABOVE. ALARM REGISTRATION IS LOCATED AT CITY HALL (281-403-8500). YOU CAN ALSO PRINT THE APPLICATION OFF OF OUR WEBSITE [www.missouricitytx.gov](http://www.missouricitytx.gov) THEN CLICK ON FORMS & PERMITS.

Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

DRIVERS LICENSE# \_\_\_\_\_ STATE \_\_\_\_\_

PERMIT# \_\_\_\_\_ INSPECTION DATE: \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_